



ERIE COUNTY REQUEST FOR PROPOSALS

To provide
2016 Summer Primetime Grant Applications

In conjunction with the
Erie County Youth Bureau

RFP # 1608VF

February 16th, 2016

**Judith Kolmetz, Assistant Coordinator of Quality Assurance
Erie County Department of Social Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS # 1608VF
TO PROVIDE 2016 SUMMER PRIMETIME YOUTH PROGRAMMING

I. INTRODUCTION

The County of Erie, New York (the “County”) and the Erie County Youth Bureau is currently seeking proposals from qualified agencies interested in providing Summer Primetime Programming to at-risk youth ages 5-20 residing in Erie County. The purpose of this document is to present interested parties with information to prepare and submit a proposal to provide these services.

Proposers are invited to respond to this request. It is the County's intent to select the Proposer(s) that provides the best solution for the County's needs. This document will inform the service delivery network of basic requirements that Erie County uses as part of its standard contract process.

All applicants, including those agencies currently under contract with the Erie County Department of Social Services to provide these Youth Development Services, must participate in this selection process in order to be considered for continued funding.

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Proposer, and to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. FUNDING AND BUDGET

A maximum award of \$10,000 is potentially available per funding request for local not-for-profit agencies and local youth bureaus to provide community programming. A maximum award of \$5,000 is potentially available per funding request for programming provided in the Secure Youth Detention Facility located at 810 East Ferry Street, Buffalo, NY 14211. Agencies and local youth bureaus may apply for one community-based program and one Detention-based program each.

Note: Applicants applying to run a Youth Development Program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional community-based Youth Development Program, and one for the Detention Facility.

The award period is June 27th through September 2nd, 2016. All programs must operate for a minimum of six weeks during this term. Initial award is subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

Note: Administrative costs may not exceed 20% of the requested funds for 2015, and thereafter, by Executive Order from the NYS Governor and the Erie County Executive, it will be capped at 15% for all future years. Lower Administrative costs will be favored when rating proposals. Erie County seeks to move in the direction initiated by New York State to keep administrative costs at this level or below.

III. PROPOSAL TIMEFRAMES

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

RFP Released:	Tuesday, February 16 th , 2016
RFP Informational Meeting:	Tuesday, March 1 st , 2016, 10:30AM-12:00PM (Erie 1 BOCES, 355 Harlem Road, West Seneca, NY 14224)
Proposals Due:	Tuesday, March 15 th , 2016 by 5:00 pm (EC Detention, 810 E. Ferry Street, Buffalo, NY 14211)
Applicant Interviews:	Tuesday, March 29 th , 2016
Notification of Funding:	June 2016 pending approval by the Erie County Legislature

IV. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. **Specific instructions for the proposal format and content** are outlined on pages 16-20.
2. A cover page, contact information, and a letter of support signed by the Executive Director, Board Chairperson, Town Supervisor or other individual deemed appropriate.
3. One (1) original and three (3) copies of the proposal package shall be submitted. Proposals **MUST** be signed using the attached **Schedule A: Proposer Certification** found on page 15. Unsigned proposals will be rejected.
4. Submission of the proposals shall be directed to:
Erie County Youth Bureau
810 East Ferry Street
Buffalo, NY 14211

All proposals must be delivered to the above office on or before Tuesday, March 15th, 2016 at 5:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. Requests for clarification of this RFP must be written and submitted to Ben Hilligas at the above address, or at benjamin.hilligas@erie.gov no later than 4:00 pm on Friday, March 4th, 2016. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
6. Applicant interviews with the Erie County Youth Board will take place on Tuesday, March 29th from 1:30-7:30 pm at Erie 1 BOCES, 355 Harlem Road, West Seneca, 14224. Interviews are a mandatory portion of the review process for all applicants. Invitations to

interviews will be sent via email to the contact person identified on the cover page of the application no later than one week prior to the scheduled interview time. It is the applicant's responsibility to contact the Youth Bureau by Wednesday, March 23rd at 5:00PM if they believe they have not received an invitation.

7. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
8. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included at the end of this application. This document is for informational purposes only, and is not to be completed by the Proposer during the RFP submission.
9. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.
10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
11. Proposers who operate a Veteran-Owned Business should include the letter indicating their company is 51% or more veteran-owned with their proposal.
12. All proposers must disclose the name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
13. All proposers must provide a list of at least references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
14. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Introduction:

The purpose of this Request is to solicit applications to the Erie County Youth Bureau for 2016 Summer Primetime Youth Development Programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting 'at risk' youth 5-20 years of age.

B. Mission of the Erie County Youth Bureau:

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.

C. Eligible Applicants:

Eligible applicants are local youth bureaus/recreation departments in Erie County providing services to at-risk youth in the targeted age group. Organizations not part of a unit of local government must have their own 501(c)(3) status; use of other organizations' 501(c)(3) status as a "pass through" is not permitted. Charter schools may not apply; however, programs may take place *at* charter schools, provided that they are run by an eligible applicant. "Drop-in" programs are *not* allowed.

D. Funding Categories:

Due to the limited amount of funding available, programs providing services to at-risk youth in the following categories will be prioritized for consideration:

1. Academic Enrichment/Remediation
2. Health & Wellness/Physical Activity
3. Mentoring Programs
4. Juvenile Diversion Programs/Substance Abuse Prevention
5. Runaway and Homeless Youth Programs
6. Workforce Development/College & Career Readiness

E. Targeted Youth:

"At-Risk Youth" shall be described as any Erie County youth 5 - 20 years of age and described as one or more of the following:

- Living within a family below 200% of federal poverty line
- At risk of becoming Persons In Need of Supervision (PINS)
- Juvenile delinquents or youth charged with committing a crime
- Victims of child abuse, domestic violence, maltreatment and/or neglect
- Exhibiting self-destructive behavior
- School dropouts
- Youth in need of safe places, caring adults &/or structured activities
- Youth with 3 or more hours of idle time per day
- Lack of parental support or positive role model
- Homeless youth or youth who has run away from home
- Considered for placement outside the home

F. Programming at the Erie County Secure Youth Detention Facility:

The Erie County Youth Bureau, located at the Secure Youth Detention Facility, 810 East Ferry Street, Buffalo, NY 14211, will also be accepting RFPs for programs in the Secure Youth Detention Facility.

- As funding for the detention facility is limited, applicants are not expected to follow the traditional Youth Development Program model. Instead, programs running for two to three hours, two to three days per week, will be acceptable.
- Scheduling for detention proposals will be handled by the Youth Bureau to fit the pre-existing schedule followed by residents and staff.
- When planning programming, the following items are not allowed in the detention facility: sharp items, metal objects, small art pieces, food, notebooks with metal binding, chemicals that may be used for art, etc.
- Detained youth are between the ages of 11-16.
- Average length of stay at the facility is 5-7 days so it is likely that program staff will see different youth from week to week.
- Due to the transient nature of the population it is encouraged that each session of a program functions as a stand-alone unit.
- Group size will not exceed 10 residents per session and facility personnel will be present at all times in order to insure safety and security but are not required to participate in program activities.
- If an application is selected to provide facility programming, agency staff will be invited to participate in an on-site facility orientation prior to the start of the program.

With questions on programming and/or additional items allowed in the detention facility, please contact Ben Hilligas, Youth Bureau Director, at 716-923-4051 or benjamin.hilligas@erie.gov. All teachers, staff, and volunteers must provide a copy of his or her New York State Child Abuse Clearance as well. If choosing to apply for a detention program, please note on the appropriate line of the cover page.

Note: Applicants applying to run a Youth Development Programming program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Youth Development Programming program, and one for the Detention Facility.

**** Please refer to pages 16-20 for a guide to specific proposal format and content.**

VI. APPLICANT REQUIREMENTS

Please note that a contract from the Erie County Department of Social Services will bind a contracted applicant to the program specified in the submitted proposal. The contract will also bind a contracted applicant to:

- It is generally expected that applicants will run said program from June 27th through September 2nd, 2016. This is the equivalent of ten weeks. Programs are required to run for a minimum of six weeks during said time period.
- Complete and submit to the Erie County Youth Bureau Community Optional Preventive Services (COPS) report, due by September 16th, 2016.

- Complete and submit required financial reports immediately following the conclusion of the program and no later than September 30th, 2016, including backup expenditure information.
- Be monitored unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings, as directed by the Erie County Youth Bureau.
- Complete and submit 2016 Summer Primetime program budget included in this application packet.
- Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate, which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the proposal but will be required prior to contract execution and payment for program services.

VII. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;
- Submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;
- By submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from Erie County, Erie County's elected officials, officers, employees or agents, shall not be binding against Erie County, Erie County elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Office of the Erie County Attorney and/or if necessary, the Erie County Fiscal Stability Authority.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion; exercise the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;

- To waive any irregularities and informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer to provide the requested services;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

VIII. EVALUATION

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a voluntary citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed checklist. **Requests that address the prioritized life areas as well as the priority areas set by the Erie County Youth Board and Youth Bureau (under the heading of “Funding Categories,” page 5) will be given preference.**
2. By submitting an application, your organization asserts that the proposal has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is a liability and not the responsibility of the Youth Bureau to correct or amend.
3. The Erie County Youth Bureau will only accept and review one program proposal per applicant. This is a highly competitive process and the Erie County Youth Bureau will not be able to fund all applications.

Note: Applicants applying to run a Primetime program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Primetime

program, and one for the Detention Facility. Please see the Detention portion of the proposal on page 6 for more details.

4. Applicants, whose applications are complete, according to the enclosed checklist, will be given the opportunity to present their program proposal in an interview with the Erie County Youth Board. The Erie County Youth Board will then make funding recommendations to the Erie County Executive.
5. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.

IX. CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney, and/or if necessary, the Erie County Fiscal Stability Authority. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a period commencing June 27th, 2015 and terminating September 2nd, 2016.

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and
- (b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage described in the Vendor Classification “C” (Professional Services) on the *Instructions for County of Erie Standard Insurance Certificate* found on page 23. Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

All deliverables created under this Agreement by the Proposer are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.

The Proposer agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the Department’s website.

NON-COLLUSION

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of Proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a). insert the following notice in the front of its proposal:

"NOTICE

The data on pages ____ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's Competitive position.

The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

and

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page"

*** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS:

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.

PROPOSAL CONTENT

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Your proposal should include 2 sections (A & B) and should be submitted in separate envelopes.

A: TECHNICAL AND ORGANIZATION

Technical Proposal: This section shall describe the approach and plans for accomplishing the work outlined in the Scope of The Service section. All proposals must be **limited to fifteen pages**.

1. RFP Coversheet
2. Clearly define how the mission of your agency encourages the delivery of the proposed services.
3. Describe your agency's organizational capacity to maintain a successful operation that is consistent with the outcomes of this RFP.
4. Clearly identify the staff associated with the project: job titles, number of staff in each title, education, training, and experience requirements for each position title. Specify their role in providing the services and supervision protocols.
5. Describe your agency's ability to implement and staff the program in a timely manner, including provision of services, effective January 1, 2017.
6. Provide an overview of the service delivery plan, including but not limited to:
 - target population and geographic areas to be served
 - specialized services and resources
 - plans to meet the needs outlined in the RFP
 - days and hours of service availability
 - time frames for intake and engagement
 - termination protocols
 - capacity for service
 - accommodation of those with special needs, including language translation and cultural differences
 - location(s) of service
7. Describe your proposed approach to program evaluation and reporting to ECDSS. Clearly define how this project will meet the performance targets associated with this RFP, including follow-up, as well as how you will monitor compliance, outcome based performance and implement a plan for quality improvement. Specify how poor performance will be addressed when requested by ECDSS or when the outcomes of the program fail to be achieved.
8. Describe how your agency monitors and verifies the accuracy and sufficiency of its billing system to assure all claims made are proper and that adjustment is sought when issues are identified.

Provide any other information that you feel would distinguish your organization's approach to the delivery of the requested services, including any prior experiences and successes.
9. Include the signed **Schedule A Proposer Certification**.
10. Include the signed **Erie County Equal Pay Certification** form.

Organizational Support and Experience: This section shall contain all pertinent information relating to your organization, personnel and experience that would substantiate your qualifications and capabilities to perform the services required by the scope of the RFP.

1. A brief history and description of your organization. Provide a copy of your organization's most recent organizational chart.
2. Give the name and title of person(s) authorized to bind the Proposer, e-mail address, the main office address, and the telephone number (including area code).
3. Provide resumes for all program staff, including administrators, program supervisors, direct service staff and aides.
4. If applicable, period of time your organization has been providing services/ programs in the County community.
5. Provide references or letters of testimony from other agencies for whom you have provided this or a similar service, with contact information.
6. Provide any additional information that would distinguish your organization in its service to Erie County.

B: BUDGET/COST PROPOSAL

This section shall contain all information related to the project costs. All Proposers must use forms provided and **submit in a separate envelope.**

1. All Budget forms in this RFP.
 - a. The amount of funding requested from ECDSS for this proposed service.
 - b. The proposed number of service units. For this service, the billable unit of service is defined as .
 - c. A clear distinction of administrative costs from direct service program costs. Include a description of in-kind goods or services dedicated to the goals and deliverables.¹
2. A single copy of the most current information, as noted below. ***Note: these materials cannot be returned.***
 - ☐ Most recent Audit report prepared by an independent CPA, including agency management letter
 - ☐ Listing of Officers and Board of Directors
 - ☐ Evidence of current IRS determination as a 501(c)(3) organization, if applicable

¹ Administrative overhead may not exceed 15% of the total annual budget. Agencies that offer administrative overhead at a lower rate will have their proposals scored accordingly based on the criteria used above for awarding these contracts.

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES RFP COVERSHEET**RFP# :**

Name of Organization:	
Organizational Mailing Address:	
Executive Director:	
Executive Director's Phone Number:	
Executive Director's Email:	
Agency Contact Person:	
Contact Person's Phone Number:	
Contact Person's Email:	
Agency Website:	
Federal Employer ID# (FEIN):	
Is agency debarred/suspended from receiving funds/doing business with the Federal government?	
Please provide DUNS #, if available:	
Is agency a non-profit or unit of government?	
If non-profit, please provide 501(c)(3) not-for-profit entity ID # and date established as such:	
If non-profit, please provide roster of agency's volunteer board:	Please provide attachment
Copy of agency's most recent annual audit:	Please provide attachment
Is agency a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE)?	Please provide the Erie County MBE/WBE Certification letter as attachment
Is agency a Veteran-Owned Business?	Please provide the letter indicating their company is 51% or more veteran-owned as attachment
Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal:	
List of all prime and subcontractors that your agency does business with:	Please provide attachment if more space needed
Unit of Service for this proposal (e.g., hour):	
Cost per unit of service for this proposal:	

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the "County") and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (located at the end of this application), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By:

Name and Title

**Erie County Youth Bureau
2016 Summer Primetime RFP Checklist**

In order to be considered for funding by the Erie County Youth Bureau/Board, your package must include the following in this order:

- ☐ Program RFP Cover Page
- ☐ Program Narrative
- ☐ Daily Calendar of Events
- ☐ Program Budget and Budget Narrative
- ☐ 3 copies, plus 1 original of entire package
- ☐ Most recent IRS 990 Form or Equivalent
- ☐ Current 501 (c)(3) status
- ☐ Board of Directors roster

Deadline: Three copies and one original must be submitted to the Erie County Youth Bureau at the address below by **5:00 PM on Tuesday, March 15th, 2016.**

**Erie County Youth Bureau
Attn: 2016 Summer Primetime
810 East Ferry St.
Buffalo, NY 14211**

Contact Information

For questions regarding this RFP, please contact Benjamin Hilligas, Youth Bureau Director (923-4051; benjamin.hilligas@erie.gov) or John Kordrupel, Youth Services Planning Coordinator, (923-4009; john.kordrupel@erie.gov).

Information Session

An RFP information session will be held on Tuesday, March 29th, 2016 at Erie 1 BOCES, located at 355 Harlem Road, West Seneca, NY 14224 from 10:30AM-12:00PM.

Submission Deadline

RFP packets must include three (3) copies and one (1) original application and must be submitted to the Erie County Youth Bureau by **5:00 PM on Tuesday, March 15th, 2016.**

**Erie County Youth Bureau
2016 Summer Primetime Program RFP
Cover Page**

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Erie County Legislative District: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Total Program Budget: \$ _____

Total Amount Requesting From ECYB: \$ _____

Please check if Detention RFP: _____

Please check if also applying for Say Yes Summer Camp: _____

Please check if planning to offer After-Hours programming: _____

Print Name: _____

Signature: _____ Date: _____

(Board Chairperson/Executive Director, Town Supervisor, or other individual deemed appropriate)

Office Use Only-----

Received by: _____ Initials: _____

Are there three copies plus the original? Yes _____ No _____

Are the following forms either on-file or enclosed?

- ☐ Most recent IRS 990 form or equivalent
- ☐ Current 501 (c)(3) status
- ☐ Board of Directors roster

Erie County Youth Bureau
Program Narrative Instructions

The Following Application Is For Community-Based And Detention Proposals. Please Note Agencies Applying For Detention Programming Should Fill Out Only Sections 1, 3, 5-8. Please Refer to Section F of this Application for Information Pertaining to Detention Programs

1. **Organizational Mission:** (Page Limit: ½ page) Please provide a brief description of the mission of your agency/local youth bureau for which you are applying.

2. **Target Population:**

▪ Number of young people to be served: Male _____ Female _____
(Please be specific to this program, not as an overall applicant)

▪ Race/ethnicity:

Black/African-American _____

White/Caucasian _____

Asian _____

Bi-Racial/Multi-Racial _____

American-Indian/Alaskan-Native _____

Native Hawaiian/Other Pacific Islander _____

Bi-Racial/Multi-Racial _____

Other (Please specify) _____

▪ Hispanic _____ Non-Hispanic _____

▪ Age range: _____

▪ Geographic location (community, neighborhood, etc.): _____

▪ Zip codes served: _____

▪ Legislative District(s) served: _____

▪ Based on the previous year's program, please give the retention rate of your youth participants:

▪ Please describe what experience your organization has in serving this population, what strategies will be used to attract and retain the expected number of participants, and how attendance will be tracked.
(Page Limit: ½ page)

3. **Service Categories:** Please note which of the following prioritized service category(s) your application will target. Please briefly describe how your proposed program will relate to one or more of the prioritized service categories. Programs that focus on one or more of the following categories will be highly prioritized.

Please note: Supervised recreation, while it can be a component of a program, cannot be a program in and of itself. One of the other service categories **must** be targeted.

(Page Limit: ½ page)

1. Academic Enrichment/Remediation
2. Health & Wellness/Physical Activity
3. Mentoring Programs
4. Juvenile Diversion Programs/Substance Abuse Prevention
5. Runaway and Homeless Youth Programs
6. Workforce Development/College & Career Readiness

4. Program Description & Details: (Page Limit: 1 page)

- Program location/address: _____
- Exact days and hours of operation of the program (In addition to including days and hours of operation in the space provided below, all applicants must attach a calendar or daily plan with times, locations, and specific activities): _____

- Describe what extended hours, evening and/or weekend programming you will provide with this program, if any? (**Encouraged, but not required**):

- Exact length of time (weeks) youth will participate (**Minimum of 6 weeks required**):

- Will the program include enriching and/or educational field trips? _____
If so, please list planned locations: _____

- Is this a pilot program? _____
If not, how long has the program been operating? _____
- What is the direct staff to participant ratio? _____
- List direct staff by name (or title if position is vacant), describe their qualifications, and years working with youth: _____

5. Program Narrative (Now Tell Us about Your Program!): (Page Limit: 1-2 pages)

This is your opportunity to showcase what makes your program unique and essential to positive youth development in our community.

Please provide a detailed description of your proposed program. In addition to program elements specific to your proposal, please include information on the following components:

- How will the program serve youth in high-need and underserved neighborhoods and what specific elements of the program will target the needs of this population?
- Describe any and all partnerships and/or collaborations with other agencies/service providers/institutions that serve to create comprehensive positive youth development opportunities.
- How will the program seek to engage and partner with the surrounding community and in what ways will this engagement serve to mutually benefit and strengthen both the agency and community?
- Due to limited opportunities for Erie County Youth to engage in positive Youth Development Programs outside of the hours of traditional day programs the Erie County Youth Bureau and Youth Board are encouraging agencies to offer after-hours programming including weekends. ***Please describe if and how your program will provide after-hours services.***
- If your agency intends to operate a Say Yes Summer Camp program in addition to Erie County Summer Primetime please describe the how the two programs will align with and complement each other.

If this is a previously funded program, please specify what is new and/or different about your program this year compared to previous years. What have you learned from previous challenges and successes?

- 6. Performance Measures:** It is important to quantifiably measure and report upon the performance/results of your program to determine whether or not the program is achieving the outcomes desired. Doing so will allow those responsible for program design to determine if the program is effective, or if it needs to be modified in order to have a better opportunity for success.

In your proposal, please describe how the program has been measured in the past. Include actual numbers/data for this program's past performance (for at least the past year, if not a pilot program). Please demonstrate how data indicates young people benefit from program involvement and how data has been used to improve the program.

(Page Limit: 1 page)

The ECYB requires that all funded agencies and local youth bureaus utilize the Youth Services Reporting Dashboard. Funded agencies and local youth bureaus will receive training on system utilization prior to the commencement of Summer Primetime programming. This dashboard will help to collect and measure the impact of each funded program.

A COPS Report, all applicable fiscal expenditure reports, and Erie County Legislature Operation Primetime Summary Report Form will be due after the completion of Primetime programming, by Friday September 16th, 2016

7. | **Additional Forms:** Each applicant must submit the following:

- **Board of Directors:** Provide a complete list of your Board of Directors roster.
- **IRS 501 (c)(3) Letter of Determination:** Must be current.
- **Form 990:** From most recent year (we always need a current copy on record with the ECYB).

8. **Budget:** Please complete the following budget form with as much detail as possible. Only include program information for which you are requesting funding.

Please note: the Erie County Youth Bureau will not support major equipment purchases for the Primetime program such as televisions, video game systems, etc. In addition, please answer the following questions as part of your program budget narrative:

- Please list other confirmed funding sources for this program. This should include foundation grants, public/government applicants, corporations, individuals, earned income, and/or your organization's contributions.
- Please list any other funding sources to which you are applying for this program.
- Please include your cost per student.
- Are there **ANY** fees charged to program participants? If so, please provide a description of the cost, its purpose and include the total anticipated income under other revenue sources. Please also include and explain the process to accept youth whose family cannot afford to pay the program fee(s).
- Please list the percentage of your grant request that will go toward direct programming.
- Please list your fiscal officer, including contact information.

2016 SUMMER PRIMETIME PROGRAM BUDGET

Applicant Name: _____

Fiscal Contact Name: _____

Fiscal Contact E-mail Address: _____

PROGRAM BUDGET SUMMARY

SUMMARY OF BUDGET LINES:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Salaries & Wages Total Cost		
Fringe Benefits Total Cost		
Contracted Services Total Cost		
Materials & Supplies Total Cost		
Transportation & Field Trips Total Cost		
Facilities Total Cost		
Other Expenses Total Cost		
FUNDING TOTALS		

1. Salaries & Wages - Please include job title, hourly/monthly rate X % of time in program X number of months (weeks).

Example-

Salaried position: Program Director, \$3,000/month X 50% x 12 months = \$18,000

Hourly position: Program Aide, \$10/hour X 20 hours/week X 48 weeks = \$9,600

POSITION/TITLE:	SALARY (specify annual, monthly or hourly):	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Salaries & Wages Sub-Total					

2. Fringe Benefits- Please include position title, benefit amount X number of months X percent of time in program. Each applicant is required to list FICA, Worker Compensation, Disability Insurance and applicant portion only of Health Insurance (if applicable) for each employee listed under the Salaries & Wages section.

Fringe benefits may not exceed 25% of salaried costs requested.

Example-

Program Director: \$600/mo. X 75% X 10 months = \$4,500

POSITION/TITLE:	FRINGE BENEFIT COST:	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Fringe Benefits Sub-Total					

3. Contracted Services- Please include company name/organization and job title/service provided; per hour/month rate X % of time in program X number of months.

Example-

Literacy Company, 2 Program Presenters, 2 X \$500/month X 75% X 10 months = \$7,500

ABC Accountants Inc., applicant audit, \$2,500/annually X 25% program share = \$625

CONTRACTOR AND SERVICES PROVIDED:	CONTRACT COST:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Contracted Services Sub-Total			

4. Materials & Supplies- Please include all program supply costs whether reimbursement is requested or not, i.e. consumable and non-consumable items, office supplies, maintenance supplies, academic and recreational supplies, other program supplies, etc.

Example- 100 math journals @ \$5.00 each = \$500

MATERIAL AND SUPPLIES:	PRICE PER UNIT:	NUMBER OF UNITS REQUESTED:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Materials & Supplies Sub-Total				

5. Transportation & Field Trips - Please include means of transportation if renting buses, cost per ticket, etc. If you are claiming costs associated with a vehicle owned by the organization and/or mileage costs incurred by employees, you must list the percentage of time the vehicle or employee is charged to this program.

Example-

1 bus rental to Buffalo Museum of Science = \$250

25 entrance tickets to Buffalo Zoo X \$5.00/each = \$125

Van insurance, \$5,500 annually X 50% (amount of time for youth program) = \$2,750

DESCRIPTION OF EVENT/FIELD TRIP (include cost per item/number of youth attending, if applicable):	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Transportation & Field Trips Sub-Total		

6. Facilities - Please include who you pay the expense to and for what purpose, i.e. facility rent, utilities and/or maintenance costs; average amount of bill X months X percentage charged to program cost. Be certain to only request reimbursement for months you are actually operating this program and for the percentage this program uses such expense (i.e. an After School Program would only charge 10 months since no program runs in July and August). Note- Estimates are appropriate for this budget, but sufficient backup will be required when submitting expenditure reports.

Example-

National Grid- electric bill; \$400 X 10 months X 50% of time for this program = \$2,000

Philadelphia Insurance Co. – insurance; \$800 monthly X 10 months X 15% = \$1,200

FACILITIES/OPERATION EXPENSES:	TOTAL MONTHLY COST:	PERCENT (%) OF TIME IN PROGRAM:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Facilities Sub-Total				

7. Other Expenses- Please itemize “other expenses” and provide enough information for a clear picture of how funds contribute to the program.

OTHER EXPENSES:	TOTAL MONTHLY COST:	PERCENT (%) OF TIME IN PROGRAM:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:
Facilities Sub-Total				

2016 SUMMER PRIMETIME
TOTAL PROGRAM BUDGET

ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:

****Please be sure these totals match the program budget narrative and budget summary****

In the chart below, list all other funding sources for this program only, not the entire applicant. Other funding sources may include, but are not limited to foundations, public/government applicants, corporations, individual donations, earned income, applicant fundraising events, etc.

OTHER FUNDING SOURCES FOR THIS PROGRAM ONLY (source name, address, contact person and phone number):	AMOUNT OF FUNDS REQUESTED:	FUNDING CYCLE:

***** END OF RFP *****

(For Informational Purposes Only)

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:
A)

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____
Day of _____, 20____



County of Erie Standard Insurance Certificate

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.															
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).															
PRODUCER	CONTACT NAME PHONE (A/C No. Ext) FAX A/C No. EMAIL ADDRESS PRODUCER CUSTOMER ID #														
INSURED	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A:</td><td></td></tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A:															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	DO NOT USE FOR WORKER'S COMP. FORM C-105., U-26.3, SI-12 OR CE-200 REQUIRED		WC STATUTORY LIMITS: <input type="checkbox"/> OTH ER- <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						

CERTIFICATE HOLDER	CANCELLATION
County of Erie 95 Franklin St Buffalo NY, 14202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

X. FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate

Purchase Order or Contact Number

Vendor Insurance Classification

RETURN TO: ECDSS SHARON SULLIVAN

95 Franklin St. ROOM 746

Buffalo, NY 14202

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
 - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000						
Products Comp. Ops.	\$2,000,000						
Blanket Broad Form	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Contractual Liability							
Broad Form P.D.							
X.C.U.							
Liquor Law				INCLUDE			
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI. Coverage must be provided on a primary-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.
- VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- IX. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- X. Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.
Locations of operation shall be "All locations in Erie County, New York."

For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. It will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

- XI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.